

SECRET

25X1

20 April 1951

## MEMORANDUM FOR DIVISION AND STAFF CHIEFS

SUBJECT: Preparation of Agenda for Weekly Meeting of Representatives of Defense, State, and JCS

25X1 1. The weekly meetings of [ ] with designated representatives of State, Defense, (and JCS), provide a formal mechanism through which guidance can be transmitted to [ ] as stipulated in [ ]. These representatives are responsible for giving advice to [ ] to insure that 25X1 activities are consistent with U. S. foreign and military policies. 25X1 [ ] enjoys the opportunity of bringing before these representatives any proposed activity which raises questions of policy, or the application of 25X1 policy, (not answerable in [ ], which is of interest to both the Department of State and Department of Defense (or JCS). The concurrence of the DCI in the advice and recommendations of the representatives establishes 25X1 this guidance as a firm basis for [ ] action.

2. In order to derive maximum advantage from the weekly meetings with these representatives, it is requested that the following procedure be followed in the preparation of problems to be included in the agenda:

a. Suggestions for items to be placed on the agenda will, except in emergency, be forwarded to [ ] as far in advance as possible of the date on which they are to be discussed.

b. [ ] will prepare a tentative agenda, obtain approval, and notify the sponsoring office of the acceptance of the particular item as a subject to be discussed.

c. The sponsoring office will prepare a brief paper on the subject, setting forth, in addition to an analysis of the problem, recommended courses of action on which approval of the Representatives should, if possible, be obtained. If sufficient guidance is not available to permit recommendation of particular courses of action, the issues involved should be clearly developed and presented as specific questions to the Representatives for guidance. This paper 25X1 will be coordinated with the interested offices of [ ] by the Friday preceding the meeting at which it is to be considered, so that it can be submitted to the consultants as the recommended [ ] position.

25X1 d. [ ] will coordinate within CIA and forward copies to the Representatives for consideration prior to the meeting.

25X1 e. [ ] will prepare the final agenda before the meeting and notify those who are to attend.

HS/CSG-[ ]

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